



## 2014-15 Differentiated Pay Plan Submission Template

In June 2013, the State Board of Education passed a revised set of guidelines pursuant to Tenn. Code Ann. §49-3-306(h), which requires districts to create and implement differentiated pay plans. The intent of the differentiated pay plans is to give local control to districts in regard to salary schedule, and to create another lever for districts to attract and retain teachers based on a flexible set of potential criteria. A complete copy of the policy can be found [here](#).

### Structure of this Document

The document includes two required sections where districts will describe their proposed 2014-15 differentiated pay plans and salary schedules. An optional section is also included on stakeholder engagement and eligibility. Finally, districts that choose to propose an [alternative salary schedule](#) as their differentiated pay plan, or part of their plan, will need to complete a short [addendum](#). A list of the common differentiated pay terms used throughout this document can be found in [Appendix A](#).

### Timeline

The department has created a flexible timeline for differentiated pay plan submission to better meet the various deadlines of each district's local school board and budget processes. The table below outlines this timeline:

General Differentiated Pay Plan Submission Timeline	
Prior to submission	Local school boards are informed of and/or approve differentiated pay plans that will be submitted to TDOE
Jan. 2, 2014	TDOE begins accepting differentiated pay plan submissions
Ongoing	Districts submit differentiated pay plans to TDOE
Three weeks after date of submission	TDOE communicates approval decision to school districts
Following TDOE approval notification but no later than June 30, 2014	Local school boards approve final differentiated pay plans and any associated budget items

For those districts that choose to implement an [alternative salary schedule](#) as their differentiated pay plan (see page 5 for more detailed information on this option) the following timeline will be used in order to meet the necessary State Board of Education (SBE) deadlines.

<b>Alternative Salary Schedule Submission Timeline</b>	
Prior to submission	Local school boards are informed of the alternative salary schedule that will be submitted to TDOE
Jan. 2, 2014	TDOE begins accepting differentiated pay plan submissions
Jan. 31, 2014	Districts submit alternative salary schedules to TDOE
By Feb. 21, 2014	TDOE communicates approval decision of the alternative salary schedule to school districts
By March 8, 2014	Local school boards approve the alternative salary schedule
March 8, 2014	TDOE submits alternative salary schedule documents to the SBE
April 18, 2014	SBE Meeting

All differentiated pay plans and alternative salary schedules should be submitted to [Laura.Encalade@tn.gov](mailto:Laura.Encalade@tn.gov). The department also plans to post the final differentiated pay plans on its website.

Note that while the differentiated pay plan must be implemented in the 2014-15 school year, the first payouts from those plans could occur, particularly for those plans which include performance related criteria, at the completion of the 2014-15 school year when all relevant student achievement data is available. Following the 2014-15 school year, the department will collect evidence of implementation, including information regarding the number of awards that were paid out.

Contact Laura Encalade at [Laura.Encalade@tn.gov](mailto:Laura.Encalade@tn.gov) or (615) 253-2119 for additional questions or guidance on creating your differentiated pay plan or on the submission and approval processes.

## I. Description of Differentiated Elements (Required Section)

Directions: For each element of the district's differentiated pay plan, use the table below to provide a description of how the district will differentiate pay. The plan must include **at least one** of the elements listed below in the left-hand column, in addition to education and experience.

Many plans may include a combination of several elements; therefore, please add rows or repeat differentiated elements as needed. For example, the plan may include two different types of additional instructional roles. Also, please feel free to delete from the table or leave blank any differentiated elements that will not be used in your plan.

[Appendix B](#) of this document contains an example of each type of differentiated element. Please review that example prior to completing the table below.

Differentiated Element	Description	Compensation Type and Size	Reach	Estimated Cost	Estimated Salary Expenditures
	<p><i>Describe how the district will differentiate for this element.</i></p> <p><i>Include the criteria for receiving the award.</i></p>	<p><i>Will the compensation be given as a bonus or a base pay increase?</i></p> <p><i>How much will qualifying teachers receive?</i></p>	<p><i>Eligibility: How many teachers are eligible for this type of compensation?</i></p> <p><i>Forecasted participation: How many teachers do you estimate will receive the award?</i></p>	<p><i>How much does the district estimate it will pay out for this differentiated pay element?</i></p>	<p><i>What percentage of salary expenditures (excluding benefit costs) does this element cover?</i></p>
Hard-to-Staff (School, Subject, or Placement)					
Performance	<p>1. Teachers that receive a 3, 4, or 5 on their summative TEAM score will move up one step on the alternative salary schedule. Teachers that are a one or two will stay at their current step.</p> <p>2. The district will award bonuses to teachers that receive a 4 or 5 on their</p>	<p>1. This compensation will be given as a base pay increase.</p> <p>a. This amount varies depending on the alternative salary schedule.</p> <p>2. This compensation will be given as a bonus.</p> <p>a. This amount will</p>	<p>1. All certified staff members are eligible for this type of compensation.</p> <p>a. We estimate that 243 teachers or 94% of our certified staff members will be eligible for this type of award.</p>	<p>1. \$135,000 per year.</p> <p>2. We estimate that this will cost \$71,400.</p>	<p>1. 1.06%</p> <p>2. .6% (six-tenths of 1.0%)</p>

	<i>summative TEAM score.</i>	<i>depend on what salary increases the state provides. We would like to offer 300 for all level 4 teachers and 600 for all level 5 teachers.</i>	<p>2. All certified teachers are eligible for this type of compensation.</p> <p>a. We estimate that 166 teachers, 64%, will be eligible for this award.</p>		
Additional Instructional Roles or Responsibilities	<p>1. Lead Technology Teachers</p> <p>a. Teachers that are level 3, 4, or 5 on TEAM summative scores and show a high degree of technology skills will be considered for these positions.</p> <p>2. Principal Intern</p> <p>3. Instructional Coach</p> <p>4. Department Chair</p> <p>5. Grade Level/Team Leader</p>	<p>1. The compensation will be given as a stipend.</p> <p>a. The amount of the award will be dependent on the size of the school. Most teachers would receive \$1,000.</p> <p>2. The compensation will be given as a stipend.</p> <p>a. \$1,000</p> <p>3. The compensation will be given as a stipend.</p> <p>a. The amount of the award will be dependent on the size of the school. Most recipients would receive \$5,000.</p> <p>4. The compensation will be given as a stipend.</p> <p>a. The amount of the award will be dependent on the size of the school. Most teachers would</p>	<p>1. All teachers that receive a summative TEAM score of 3, 4, or 5 are eligible for this type of compensation.</p> <p>a. We estimate that 13 teachers would be eligible for this award.</p> <p>2. All teachers that receive a summative TEAM score of 4 or 5 are eligible for this type of compensation.</p> <p>a. We estimate that 4 teachers would be eligible for this award.</p> <p>3. All teachers that receive a summative TEAM score of 4 or 5 are eligible for this type of compensation.</p> <p>a. We estimate that 14 teachers would be eligible for this award.</p> <p>4. All teachers that receive</p>	<p>1. We estimate that this will cost \$13,000.</p> <p>2. We estimate that this will cost \$4,000.</p> <p>3. We estimate that this will cost \$70,000.</p> <p>4. We estimate that this will cost \$14,000.</p> <p>5. We estimate that this will cost \$20,000.</p>	<p>1. .1% (one-tenth of 1%)</p> <p>2. .03% (three hundredths of 1%)</p> <p>3. .6% (six-tenths of 1%)</p> <p>4. .1% (one-tenth of 1%)</p> <p>5. .16% of 1%</p>

		<p>receive \$1,000.</p> <p>5. The compensation will be given as a stipend.</p> <p>a. The amount of the award will be dependent on the size of the school. Most teachers would receive \$1,000.</p>	<p>a summative TEAM score of 4 or 5 are eligible for this type of compensation.</p> <p>a. We estimate that 14 teachers would be eligible for this award.</p> <p>5. All teachers that receive a summative TEAM score of 4 or 5 are eligible for this type of compensation.</p> <p>a. We estimate that 20 teachers would be eligible for this award.</p>		
Education	<p>1. The district will have four lanes for education. They are as follows; BS, Masters, EDS, and EDD.</p> <p>a. In order to receive credit for the degree, it must be a degree that will impact student achievement in a positive way. That could include additional degrees in their content area or in curriculum and instruction.</p> <p>b. EDS and EDD credit must involve research</p>	<p>1. The compensation will be given as a base pay increase.</p> <p>a. Each additional degree will receive a \$2500 increase to their base pay.</p> <p>b. Masters would get a total of \$2500, EDS would be a total of \$5000, and EDD would be a total of \$7500 added to the staff member's BS base pay.</p> <p>c. Since we have a performance</p>	<p>1. All certified staff members are eligible for this type of compensation.</p> <p>a. We estimate that 6 - 8 teachers would be eligible for this award per year.</p>	<p>1. \$15,000 to \$20,000.</p>	<p>1. .12% to .16% of 1%.</p>

	<i>that will be a benefit to the district.</i>	<i>component to our salary we hope to use the extra funds we are paying for additional degrees and add to the base salary schedule and/or increase the performance incentives, which will reward performance, not just because you have an additional degree.</i>			
Experience					
Other					

## II. Salary Schedule (Required Section)

1. Please include below or attach a copy of the district's proposed 2014-15 salary schedule. **Salary schedule attached.**

## III. Eligibility and Stakeholder Engagement (Optional Section)

1. Provide a list of eligibility rules (i.e., attendance requirements, retirement or transfer policies, etc.) for the differentiated pay plan elements or additional roles/responsibilities outlined in the plan.
2. Include a description of how the district engaged teachers or other stakeholders in the development of the differentiated pay plan.

*We participated in the strategic compensation cohort. Each session we brought back information and ideas about the process to share with our district leadership team and our principals. As we got closer to narrowing down some ideas I created a teacher advisory committee that was represented by each school in the district. I met with that team and went over some concepts and explained their role in the process. Their job was to gather feedback from their peers and bring that information back to the group to help guide the decision making process. I have also met with each individual school and shared some of the ideas we have developed. I sent out a survey for all staff members to complete that allowed us to get a better feel for how our staff felt about certain issues. The tentative ideas have been shared with the school board.*

## IV. Alternative Salary Schedule (Optional Section)

An alternative salary schedule uses some other component, often performance criteria, in addition to or in place of education and experience to determine base pay and is subject to State Board of Education (SBE) approval. If you are unsure whether your plan qualifies as an alternative salary schedule or for additional resources for developing such a plan, contact Laura Encalade at [Laura.Encalade@tn.gov](mailto:Laura.Encalade@tn.gov) for more information. Please review the [specific submission timeline](#) for alternative salary schedules on page 2.

Those districts proposing an alternative salary schedule as part of their differentiated pay plan, must complete this addendum to provide the department with the additional information needed to present the salary schedule to the SBE on behalf of the LEA. Those districts which already have SBE approved alternative salary schedules need only to submit a current copy of that plan.

### a. Salary Schedule

Include both the proposed salary schedule and a description of the following:

- How will base pay changes be determined? ***The salary schedule will have 30 steps and a staff member can move up one step if they have a summative TEAM evaluation score of a 3, 4, or 5. If they have a summative TEAM score of a 1 or 2 they will stay on their current step. Increases to the base pay could occur if the district decided to use some of the money from the BEP formula for a cost of living increase. The remaining amount would be used to fund additional roles and bonuses.***
- Will existing employees have an opt-out provision for the alternative salary schedule? If so, when will all employees transition to the alternative salary schedule? ***Existing teachers will stay with the current salary schedule, however, years of experience will be converted to steps. The employees pay will move one step if the summative TEAM score is a 3, 4, or 5. Teachers with a summative TEAM score of 1 or 2 will not advance.***
- How will the following groups be placed on the alternative salary schedule?:
  - Existing district employees - ***See explanation in previous bullet.***
  - Educators new to teaching with zero years of experience – ***New teachers with zero years’ experience will be under the “Alternative Salary Schedule”. Teachers with an advanced degree(s) will receive an additional \$2500 for MS, \$5000 for EDS, \$7500 for EDD to be added to the BS base salary.***
  - Educators new to the district but with prior experience – ***All new teachers to the district with prior experience would be placed in a step that is comparable to their years of experience.***

#### **b. Eligibility Criteria**

If not already included in Section IV on the previous page, describe below or include in an attachment a copy of any eligibility rules for the alternative salary schedule.

#### **c. Feasibility Analysis**

Attach evidence using 2012-13 data (at a minimum) that the alternative salary schedule is financially feasible. Please reach out to [Laura.Encalade@tn.gov](mailto:Laura.Encalade@tn.gov) for additional information or support in meeting this requirement.

- ***The design of our “Alternative Salary Schedules” (using same salary schedule, which consist of same number of lanes) converting years of experience to steps for current employees does NOT increase the cost, since employees will advance only one step if they receive a summative TEAM Score of 3, 4, or 5. Certified staff with a summative TEAM Score of 1 or 2 will NOT advance one step. New Hires beginning July 2014 will have an “Alternative Salary Schedule” that has the same BS base pay, however the number of lanes has been reduced from 5 lanes to 4 lanes, eliminating the MS + 30 lane. Advance degree lanes will receive an additional \$2,500 (MS), \$5,000 (EDS), and \$7,500 (EDD). This is a reduction from our current salary schedule. Under the current system the difference in lanes from a BS degree would be on average \$3,700 (MS), \$8,300 (EDS), and \$11,900 (EDD). Overtime as teachers retire and or leave the system will free up funds to pay for additional roles and bonuses.***



- *The funding of the additional roles and bonuses will be dependent on the amount received from the state. The funding level could be reduced to 50% or 25% if needed.*

#### **d. Stakeholder Engagement**

Include a description of how the district engaged teachers or other stakeholders in the development of the differentiated pay plan.

#### **Appendix A: Common Differentiated Pay Definitions**

1. Base pay (base salary): An individual's salary excluding any additional compensation in the form of bonuses, stipends, or supplements for additional work or responsibilities.
2. Bonus/stipend: Additional compensation for a pre-defined set of criteria. Bonus and stipend pay are awarded in addition to or "on top of" an individual's base pay. Bonuses/stipends are one-time payments awarded for a specific role, additional responsibility, or achievement of particular criteria. Bonuses and stipends are not a part of base salary and do not become a reoccurring part of an individual's compensation.
3. Traditional salary schedule (or step and lane schedule): A salary schedule that uses years of experience and education levels exclusively to determine educator's increases in base pay. Traditional schedules may follow the same structure as the state minimum salary schedule. Salary schedules that modify the amount of the step increases given for experience or change the structure of the education lanes may still be considered a traditional schedule as long as they meet or exceed the relevant state minimums.
4. Alternative salary schedule<sup>1</sup>: A salary schedule that uses some other component, often a performance measure, in addition to or in place of education and experience to determine base pay. A schedule where an educator's evaluation score is used to determine the amount of his or her yearly base pay increase is an example of an alternative salary schedule. Alternative salary schedules are subject to State Board of Education approval.
5. Opt-in/opt-out provision: Individuals are provided with the choice to participate in a program. This provision is most often associated with alternative salary schedules and is not a required provision.

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<sup>1</sup> If you are unsure as to whether your plan is a traditional salary schedule or an alternative salary schedule, please contact [Laura.Encalade@tn.gov](mailto:Laura.Encalade@tn.gov).

## Appendix B: Sample Differentiated Pay Plan Table

Note that these examples are for purposes of explaining HOW TO complete each of the table criteria. These examples are NOT intended to be recommendations or endorsements for specific differentiated pay elements. Districts are required to differentiate pay for **at least one element** in addition to **education and experience**. Because plans may include a combination of several elements, please add rows or repeat differentiated elements as needed. Please feel free to delete from the table any differentiated elements that will not be used in the district's plan.

Differentiated Element	Description	Compensation Type and Size	Reach	Estimated Cost	Salary Expenditures
	<p><i>Describe how the district will differentiate for this element.</i></p> <p><i>Include the criteria for receiving the award.</i></p>	<p><i>Will the compensation be given as a bonus, stipend, or a base pay increase?</i></p> <p><i>How much will qualifying teachers receive?</i></p>	<p><i>Eligibility: How many teachers are eligible for this type of compensation?</i></p> <p><i>Forecasted participation: How many teachers do you estimate will receive the award?</i></p>	<p><i>How much does the district estimate it will payout for this differentiated pay element?</i></p>	<p><i>What percentage of salary expenditures (excluding benefit costs) does this element cover?</i></p>
<b>Hard-to-Staff (School, Subject, or Placement)</b>	The district will offer a signing bonus and retention bonus in the hard-to-staff area of secondary math. This will include positions in Algebra II, Pre-Calculus, and Calculus.	The award will be given as a two-part bonus. \$1,000 at the time of signing and an additional \$2,000 at end of the school year when evidence of satisfactory evaluation results are also available.	<p>This award will be available to new teachers to the district. The district typically hires 2 positions per school year in the areas defined.</p> <p>Existing teachers (3) in the subjects defined will also be eligible for the same bonus as a retention incentive.</p>	The estimated total for this is \$15,000 (5 teachers at \$3,000 each).	This award makes up less than 2% of the district's annual salary costs.
<b>Performance</b>	The district will incorporate a new salary schedule that uses evaluation criteria to determine base pay changes <sup>2</sup> . A full description of the new schedule is attached in the addendum.	Teachers who receive a 3 will receive a base pay increase of 3-\$300, 4-\$500, 5-\$700. Those teachers receiving a 1 or 2 will not increase their base pay.	<p>All teachers (150) are eligible to receive the award.</p> <p>A copy of the complete eligibility rules is attached.</p> <p>Based on the last two years of evaluation data, the district anticipates between 80-85% of</p>	<p>The district anticipates the total cost to be \$40,000 based on last year's evaluation data.</p> <p>The district will sustain this cost by removing base pay</p>	These payouts will form close to 100% percent of salary costs, with the exception of some career ladder and other supplements.

<sup>2</sup> This differentiated element would qualify as an alternative salary schedule, and the district would need to complete the [Alternative Salary Schedule section](#) on page 5.

			teachers will receive a base pay change.	increases for Level 1 and 2 teachers.	
<b>Additional Instructional Roles or Responsibilities</b>	<p>The district will further its implementation of PLCs through the creation of a PLC leadership role.</p> <p>Highly effective teachers (scores of 4 or 5) will receive a stipend to lead and facilitate the monthly PLC meetings.</p>	The award will be given yearly in the form of a \$1,000 stipend.	<p>Any teacher who receives a 4 or 5 on their evaluation would be eligible to apply for the position. District and school leaders will then screen for additional qualities like leadership and facilitation skills. (Draft job description is attached.)</p> <p>There will be a total of 20 PLC leaders in the district:</p> <ul style="list-style-type: none"> <li>- 6 at the high school,</li> <li>- 4 at the middle school,</li> <li>- 5 at each of the 2 elementary schools.</li> </ul>	The estimated cost of these awards is \$20,000.	This will compromise about 2% of district salary expenditures.
<b>Education</b>	<p>The district will include Bachelor's and Master's degrees for eligible base pay compensation as shown in the attached 2014-15 salary schedule. Degrees above a Master's will no longer be compensated in base pay.</p> <p>Advanced degrees above Master's degree will be eligible for tuition reimbursement with district pre-approval.</p>	<p>Master's degrees will be awarded with a base pay increase.</p> <p>Tuition reimbursement stipends of \$4,000 per year per individual for advanced degrees above Master's. The district must be notified in advance of the start of a program by the educator in order to receive the stipend.</p> <p>Those teachers currently enrolled in programs prior to July 1, 2014 will be eligible for base pay increases on the previous year's schedule, provided that those programs are completed by July 1, 2016.</p>	<p>The district currently has 15% of its teachers with an advanced degree above the Master's Level.</p> <p>We anticipate based on previous data that approximately 10-12 teachers will qualify for tuition reimbursement stipends each year.</p>	<p>This estimated total cost of this element is \$40,000-48,000 per year.</p> <p>The district expects to fund this cost by limiting permanent base pay increases to Master's degrees only.</p>	This will comprise about 8% of district salary expenditures.
<b>Experience</b>	The district will continue to award step increases for each	Each teacher will earn a yearly step increase for years of	All teachers are eligible.	The average step increase in the	This experience payment makes up

	year of experience.  The attached salary schedule contains proposed amounts.	experience.		district is \$400 per year. The estimated cost is \$100,000	20% of the districts expenditures on salary.
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